



CHINGUACOUSY

Secondary School

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Principal:
 Mrs. Lea-Anne Greene-Smith

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 Ms. Shanae O'Connor
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September 1, 2020

Good Evening Chinguacousy Families,

It gives me great pleasure to welcome you back to Chinguacousy Secondary School. I hope that you have had a good summer staying connected with family and friends. These have definitely been unprecedented times, but the staff at Chinguacousy has been working diligently preparing to welcome you back. Safety is of the utmost importance for both students, staff and our families and for this reason it is important that we share our schedule for Week one with you and our entry plan. As the Peel District School Board shared in a previous email regarding school re-opening, we will have a staggered entry by grade and cohort so that each student group will attend school one morning each next week. Teachers will be spending this morning sharing and reviewing safety protocols and wellness supports with the students in their period 1 class. There will be more specific communication coming to our students and families in our DD Program soon.

Schedule for Week 1:

Students attend the period 1 class listed on the timetable that will be emailed this evening. On the timetable it indicates whether the student is in cohort A or cohort B. Each class has been split into two cohorts.

Student Entry 7:45 - 7:55	Tuesday September 8th	Wednesday September 9th	Thursday September 10th	Friday September 11
8:00 – 10:30	Grade 9 Period 1 Cohort A	Grade 9 Period 1 Cohort B	Grade 10, Grade 11, & Grade 12 Period 1 Cohort A	Grade 10, Grade 11, & Grade 12 Period 1 Cohort B

Please note, that students that have a study period during period 1 on their timetable, still need to attend school during their assigned cohorted day. They are to report to the room assigned to their study period listed in period 1 on their timetable. This is required so that every student receives the mandatory health and safety protocols.

Student Entry:

- Students will not be able to enter the building prior to 7:45 am. Entry will occur between 7:45-8:00.
- Please see the attached map which indicates which door students should enter the school based on where their period 1 class is located.
- For health and safety reasons, students will be limited to staying in their coloured zone (see attached map) for the duration of the day.
- Assigned washrooms and water fountains are accessible in each coloured zone. (please note that students wishing to use the fountains must bring their own water bottle for school health and safety reasons.)
- During September 8 – 11, students will attend one morning according to the chart above.

Late Entry:

- The board has directed that school doors will be locked during the day following student entry.
- Students who arrive late and find that their entrance door is locked, must enter through the front doors of the school.
- A Brass door bell has been installed and must be used to gain entry.

Families Needing to Connect with the School:

- Parents or Guardians needing to connect with a guidance counsellor or an administrator, are asked to first call the school and book an appointment. Guidance will be booking virtual appointments whenever possible.
- Please contact the office as a first point of contact to book an appointment with any inquiries that you may have.
- We are here to support you, and when face to face meetings are required please follow the visitor protocols below after booking an appointment.

Visitors:

- All visitors to the school must enter through the main front entrance of the school.
- Visitors will be required to use the brass doorbell to alert the office of their arrival. Parents/Guardians who need to sign their teen in or out for an appointment should also follow this protocol.
- A staff member will greet visitors at the door to help direct inquiries.
- All visitors must wear a mask in the school.
- All visitors must sanitize their hands upon entry to the school, entry and exit to the main office.
- All visitors must sign in on the log in the main office as required by the Ministry of Health.
- Finally, all visitors must sanitize their hands prior to exiting through the front entrance.

Lockers:

- The Peel District School Board has directed schools that due to Health and Safety reasons, lockers will not be used this semester.

COVID Safety Protocols:

- **Everyone (staff, students, parents, guardians and visitors) entering the building must complete the COVID Self-Assessment Tool online prior to arriving at school and entering the building.**
- **Students are required to wear a mask upon entering the building.**
- **Students must use their designated entry door as indicated on the map attached based on where their period 1 class is located in the school.**
- **If there is a line-up at the entry door, students are asked to practice social distancing while waiting in line.**
- **Students must sanitize their hands as soon as they enter the building, they must then sanitize again upon entering the classroom. Any time they leave the classroom, to use the washroom, they must sanitize before leaving the classroom and then must sanitize when they return to the classroom. At dismissal time, students must sanitize when they leave the classroom and then again when they leave the school.**
- **Upon dismissal, student are asked to go directly to meet their bus, their ride home or leave the property to walk home. Social distancing must be in affect.**

Student Fees:

- Student fees are currently on hold. More information will be forthcoming.

Regional Fees:

- Regional Program fees are currently on hold. More information will be forthcoming.

Textbooks and Devices:

- Just a reminder that if a student has text books that were not returned in June that they should be returned next week.
- Any students who had technology borrowed from the school last year who need to use it this year, can continue to use it. Any students who no longer need borrowed technology should return it to the school next week.

As the principal of Chinguacousy Secondary School, I look forward to partnering with you and the community to support your teen to reach their full potential. I am excited to build new relationships with my Chinguacousy family, and watch our student's growth throughout their high school careers. I want every student to *Belong with Purpose* and feel connected to our Chinguacousy community, *Succeed with the excellent Support* of our staff, and *Excel with Character* as they discover and ignite their life passions through learning, while understanding the importance of building positive relationships. I look forward to working with you and serving this community wholeheartedly in the coming years.

Sincerely,

Mrs. L. Greene-Smith

Mrs. L. Greene-Smith
Principal, Chinguacousy Secondary School